

Subject: **Report Reminder: Estimated and Certified Other Resources**
Date: December 4, 2007
From: Jamie Woodlief
To: More at Four Administrators, More at Four Program Contacts, More at Four Fiscal Contacts

More at Four legislation requires that "Programs must demonstrate that they are accessing resources other than More at Four." In order to make it as easy as possible for our contractors, we have divided "other resources" into two categories: one is auditable (certified other resources) and one is not (estimated other resources).

The annual Estimated Other Resources section of the Budget page in MAFPlan assists the OSR State Office in capturing the full cost of the program. Contractors should examine their Estimated Other Resources budget and update the on-line MAFPlan **by December 15**. The amounts are listed by funding source and include cash and in-kind (non-cash) resources. Supporting documentation is not required and Contractor's annual estimates are not subject to audit. Please do your best to include all annualized expenses/costs as well as non-cash resources. This information is vital as it demonstrates the total cost required to sustain the program.

The Certified Other Resources are reported to the OSR State Office no later than January 5 of each year and should represent up to 5 months of actual expenditures that ~~you~~ can be easily documented. The purpose of this category is to verify that other resources are being accessed as required by the legislation. The amounts are listed by funding source and represent the actual expenditures of other resources accessed through November 30 to support the program. The Contractor must submit an Other Resources Certification Statement to the State Office **no later than January 5**. Certified other resources are included in the Audit Guidelines and are subject to audit.

Details regarding estimated and certified other resources can be found in the fiscal manual under Section 3 pages 3-5. The fiscal manual is also on the More at Four website under Program Information and Forms.

Fiscal Manual Link - <http://www.osr.nc.gov/MoreFour/fiscalContract.asp>

Other Resources Certification Statement Link - <http://www.osr.nc.gov/MoreFour/forms.asp>

If you have any questions or need further clarification, please contact **Tina Quiller-Morgan at 919-981-5308**.

Thank you for everything that you do and Happy Holidays from the Office of School Readiness.
